



HUMAN RESOURCES BOARD
Brookline Town Hall
333 Washington Street
Brookline, MA 02445

Kenneth V. Kurnos, Chair
Edward DeAngelo
Gerald Raphael
Elizabeth Venti

Town of Brookline Human Resources Board

**Tuesday, May 13, 2014
7:00 PM
Town Hall – Room 214**

Present: Ken Kurnos, Chair, Gerald Raphael, Beth Venti, Ed DeAngelo

Also Present: Sandra DeBow, Director of Human Resources, Leslea Noble, Assistant Director of Human Resources

ZONING COORDINATOR POSITION

In attendance: Alison Steinfeld, Director of Planning and Community Development, Daniel Bennett, Building Commissioner.

Leslea Noble provided a brief history of the zoning position in the Town of Brookline, which was originally created as the Zoning Administrator position. When that incumbent left, some of the zoning duties were given to the Chief Building Inspector position and the clerical work was done by an assistant in the Town Clerk's Office. Alison Steinfeld stated that there was a previous Organizational Assessment of the Planning Department done in 2012 which recommended that the zoning administrative tasks be housed within the Planning Department. This new administrative position will be under the direction of the Planning Department, with additional oversight from the Chief Building Inspector in the Building Department. The Town Clerk's Office will retain a small portion of the zoning duties specified by regulation.

This new position for FY15 will provide administrative support to the Zoning Board of Appeals. The recommended grade, C-09, recognized the level of skills and abilities required to maintain compliance with regulatory deadlines, the need to communicate with multiple boards, departments, and external vendors and residents along with the complexity of the tasks, the low level supervision received and the requirement for previous work experience and knowledge of zoning, land use, etc..

Chair Ken Kurnos recommended that the departments create organizational charts as a useful tool for both the Board and the Department.

On motion made by Gerald Raphael, the board voted unanimously to adopt the recommendations of the Human Resources Office to approve the new Zoning Coordinator position, grade C-09, contingent upon the discussion, negotiation and approval of AFSCME, Local 1358.

SENIOR MAINTENANCE CRAFTSPERSON – HVAC REVIEW

Building Commissioner Daniel Bennett stated that while looking at how to manage the increasing FY15 costs for contracting out HVAC services, he determined that hiring two full-time employees to perform this work would save the Town an estimated \$80K. As for the grade and the job description, the Building Department already has a group of craftsmen who perform specialty trades work such as plumbing, electrical, carpentry and painting. The HVAC craftsmen positions would fit into the same grade as the other trades and the HVAC specialty would simply be added to the job description.

Chair Kurnos discussed with Commissioner Bennett and the HR Director Sandra DeBow whether or not it would be worthwhile to separate these trades jobs into multiple job descriptions.

On motion made by the Chair, Ken Kurnos, the board voted unanimously to adopt the recommendations of the Human Resources Office to approve the Senior Maintenance Craftsperson-HVAC position, grade MN-05, contingent upon the discussion, negotiation and approval of AFSCME, Local 1358.

DISCUSSION OF ARTICLE X, DIVERSITY, INCLUSION

Human Resources Board discussed whether or not to submit written recommendations to be included in the combined reports for Town Meeting, and whether the Board should ask the Town Moderator for the opportunity to speak at Town Meeting.

They discussed, for both these matters, whether any comments or recommendation should be broad in nature or restricted to comments regarding the amendments. The Board agreed that they would not ask to speak at Town Meeting, but would submit written recommendations for inclusion in the combined report and that such recommendation would concern only the amendments and not broader concerns.

EXECUTIVE SESSION

Upon motion duly made and seconded, with a roll call vote, it was moved that the Human Resources Board go into EXECUTIVE SESSION. Ken Kurnos then stated the reason(s) for Executive Session: Fire Step Two Grievances.

Ken Kurnos	YES
Ed DeAngelo	YES
Beth Venti	YES
Gerry Raphael	YES

The Human Resources Board (WILL) RECONVENE in Open Meeting after the Executive Session.

There being no further business, Ken Kurnos moved to adjourn the meeting which was unanimously approved.